Office of Information Technology Services

Project Portfolio Management Tool

2007- 09 IT Expansion Budget Instructions

Table of Contents

1 Document History

1.1 Revision History

Revision #	Revision Date	Description of Change	Author
1.0	1/04/2006	Initial Document	C. Richards
2.0	06/29/2006	Updates for the 2007-2009 IT Expansion Budget Request	B. Swartz
2.1	07/19/2006	Updates based on PPM Group Review	B. Swartz
2.2	8/28/2006	Updates to Required Information	B. Swartz

2 Purpose

The purpose of this document is to assist agencies with adding 2007-09 IT Expansion Budget Requests to the Project Portfolio Management (PPM) tool. The PPM tool will automate the approval process, but the bulk of the expansion budget information will be captured in Worksheet II attached to this request, so as not to require duplication of effort.

3 Getting Started

To add an IT Expansion Budget Request to the PPM tool, the user must have authorized access and be designated as a Contributor. The web address for PPM is https://www.ppm.state.nc.us/UMTNC/. If you do not have a license for PPM, contact the CIO of your agency for the names of the licensed contributors. One of these contributors should be able enter the Expansion Budget Request for you.

To obtain a copy of the Expansion Budget Workflow, go to http://www.scio.state.nc.us/PortfolioManagementInitiative/AgencyITPlansBudgetRequestsRoadmaps.asp. The IT Expansion Budget Requests section contains a document titled Expansion Budget Workflow Diagram.

4 Adding an Expansion Budget Request

An IT Expansion Budget Request should be entered in the PPM tool as a new project. In the case of a request for additional money for an existing project, the user should enter the new project with a name related to the current project (Example: original project name – ‘My Project’; expansion budget project name – ‘My Project - Expansion Budget’.) Detailed data entry instructions are included in Section 5.

4.1 Required Information for IT Expansion Budget Requests

Project Info Tab:

- Project Name
- Start Date
- End Date
- Capitalization Period
- Project Range
- Type of Project
- Department or Agency
- Division
- Enter Contact Name in Project Manager Name field
- Enter Contact Telephone in Project Manager Telephone field
- Enter Contact E-Mail in Project Manager E-Mail field
- Project Sponsor

- Expansion Budget Req.
- Contributor
- Business Goals (Strategic Initiative(s) from IT Plan that this Expansion Budget Request applies to)

Strategic Impact Tab:
- Business Driver Impact Statements

Risk Tab:
- Summary Risk Profile

Document Management Tab:
- Attach Worksheet II

4.2 Optional Information (Recommended)

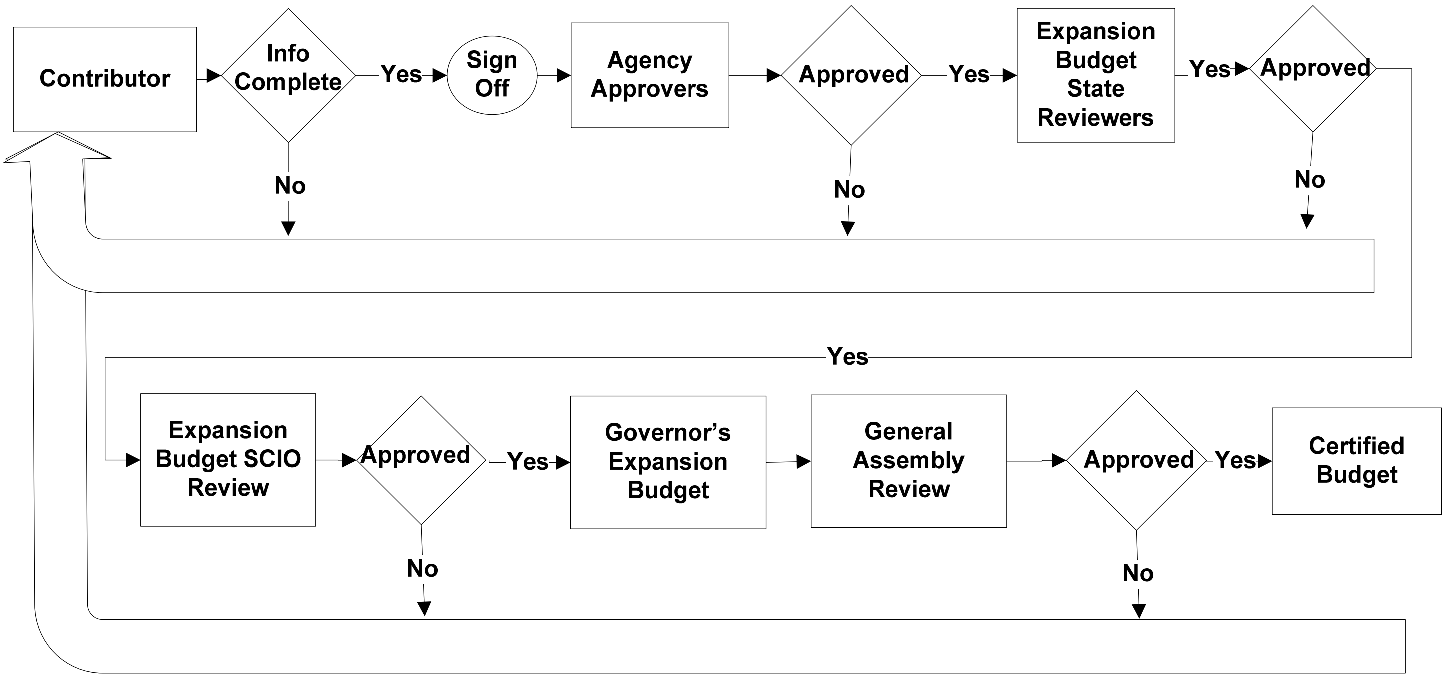
Benefit Tab:
- Financial Benefits – Level 1

4.3 Expansion Budget Workflow

Within the tool, the IT Expansion Budget Request flows from the Contributor to the Agency Approvers, State Reviewers, State CIO and ultimately to the Office of State Budget and Management (OSBM). When all required information is entered, the Contributor signs off to move the project to the next stage in the workflow. In the next stage, Agency Approval, the Agency Approvers for your agency will sign off to move the project to the Expansion Budget State Reviewers. If the project is approved by the State Reviewers, it will move on to the State CIO for review. Once the project is approved by the State CIO, it goes to OSBM. If the General Assembly includes the project in the authorized budget (outside the tool), the request will be included in the certified budget.

This process is shown in the following diagram.

IT Expansion Budget Workflow Diagram



If the IT Expansion Budget Request is included in the certified budget, the Contributor will receive an e-mail notification generated by the PPM tool. The Contributor will take one of the following actions based on the type of request.

4.3.1 IT Expansion Budget Request for New Project

To move the project to the Initiation Phase (Phase I), the Contributor changes the Project Range, on the Project Info tab, to equal the estimated range of the total project investment costs (including Operations and Maintenance for 5 years). Changing the project range will automatically move the project back to Phase 1 (Project Initiation). The Contributor should pay particular attention to the Issues and Risks tab where funding changes may be documented.

4.3.2 IT Expansion Budget Request for Existing Project

When the approved expansion budget request adds additional monies to a current project in the PPM tool, the Contributor must create a change request for the existing project. The existing project does not need to move forward.

5 Detailed Data Entry Instructions

	Project Portfolio Management Tool
	Log on to the State of North Carolina Project Portfolio Management Tool at https://www.ppm.state.nc.us • Click on the 'Add' tab at the bottom of the screen. • Select your agency from the 'Organization Hierarchy' drop down box. • Select 'Project' from the Entity drop down box. • Click on 'Add Entity'. • The 'Project Info' tab displays.
	Project Info tab:
	Project Info is the default screen for all projects. You will not be able to save the data until all required fields are entered. • Project Name • Start Date • End Date • Capitalization Period – 60 months • Project Range – Expansion Budget Request • Type of Project • Department or Agency • Division • Enter Contact Name in Project Manager Name field • Enter Contact Telephone in Project Manager Telephone field • Enter Contact E-Mail in Project Manager E-Mail field • Project Sponsor • Expansion Budget Req. Yes • New Expansion Budget $ Required in Year 1 • New Expansion Budget $ Required in Year 2 • Contributor – Staff Member Entering Data • Business Goals (Strategic Initiative(s) from IT Plan that this Expansion Budget Request applies to) • Click on **Update** (bottom of page) to save data

	Strategic Impact tab:
	Click on the "diamond" on top line right corner and select **Strategic Impact** on the drop down list. • For each impact statement, select the correct input from the drop down list. • To add a comment, click on the c to the right of the drop down list. Click on the x in the comment box to save the comment. • Click on **Update** (bottom of page) to save data.
	Risk tab:
	Click on the "diamond" on top line right corner and select **Risk** on the drop down list. • For each risk statement, select the correct input from the drop down list. • To add a comment, click on the c to the right of the drop down list. Click on the x in the comment box to save the comment. • Click on **Update** (bottom of page) to save data.
	Benefit Estimates tab: (Optional)
	Click on the "diamond" on top line right corner and select **Benefit Estimates** on the drop down list. • Select Level 1 in Drill Down list. • Click on the "lightning bolt" for the year you wish to enter. • Enter Benefit amount. • Click OK. • Click on **Update** (bottom of page) to save data.

	Document Management tab:
	Click on the "diamond" on top line right corner and select **Document Management** on the drop down list to add Worksheet II. • Click on New Document. • Enter Document Name. • Browse to select file to attach. • Attach Worksheet II. • Click Create.
	Sign Off
	• Go To Project Info tab. • Click on Workflow link. • Click Signoff button at bottom of page. • Select Approve • Click on **Update** (bottom of page) to save data. Note: After Contributor signs off, an e-mail will be sent to Agency Approvers. They will use the same steps to approve/reject the Expansion Budget Request.

6 Contacts

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